



## JOB DESCRIPTION: ART ASSISTANT

Updated 30 May 2024

<b>Role Description:</b>	Art Assistant provides classroom support to Art Tutors in delivering art programs and curriculum objectives for <i>artKids</i> primary school students in after-school capacity, plus other specific school holiday and school incursions as required.
<b>Classification:</b>	Miscellaneous Award
<b>Employment:</b>	Casual Contract
<b>Hours per week:</b>	Standard contract is based on 40 weeks ACT school term time, consisting of 2-hour shifts from 3 - 5 pm weekdays on agreed afternoons. Where possible, number of shifts and location will be determined in week 1 of each term.  Option for school holiday program or incursion work as required.
<b>Department/ Location:</b>	<i>artKids</i> classes are held on site at schools or within easy walking distance from the school to Scout, Church or Community halls throughout Canberra. The position requires the assistant to be flexible in where they can work and where possible, assistants will be rostered on classes they can easily access with or without private transportation, although access to a car preferred and will increase likelihood of shifts.
<b>Supervisor:</b>	Art Tutor, artKids Business Manager

### KEY RESPONSIBILITIES AND DUTIES

Art Assistants preferably should have some knowledge and experience in the field of art, drawing, design, art appreciation, or are passionate about art. They should be comfortable dealing with students in different age groups and different learning capabilities. They must be physically fit (no pre-existing back or knee injuries) as often they are required to bend, carry, lift and move art supplies or room hire furniture, or go up and down stairs at different sites. On-the-job training will be provided via staff meetings and in-classroom situations, however, undertaking certification in school age education and care and/or Education Support would be beneficial.

Key responsibilities and duties include, but are not limited to:

#### Supervision and Administration

- Assisting Art Tutors with the care and supervision of students at after-school collection and pick up, afternoon tea period as well as other classroom activities.
- Learning and implementing artKids policies, procedures and routines and the requisite basic art skills.
- Always maintain student privacy of information (**Enrolmy app should be logged out if not in use.**)
- Meet health, safety and relevant insurance requirements and work in line with child protection regulations. Where required, supervising food distribution in line with policies and procedures.

#### Learning Engagement in the Classroom

- Read and understand techniques of the weekly project being taught and key learning objectives so that you can assist children in the class without being directed. (Term project plan is on Sharepoint.)
- Providing general assistance of a supportive nature to Tutors, as directed. This includes assisting with the collection, preparation and distribution of classroom materials.
- Assisting student learning, either individually or in groups, under the supervision of a Tutor.
- Assisting in managing classroom behaviour including those children with identified learning needs.
- Learning how to establish relationships and interacting with children.
- Attending to the physical, social and emotional needs of children on an individual or group basis.

#### Cleaning

<ul style="list-style-type: none"> <li>Assist with cleaning and pack up of teaching space and equipment.</li> </ul>	
<b>KEY POLICIES AND PROCEDURES - EMPLOYEES MANUAL AND HEALTH &amp; SAFETY MANUAL</b>	
<ul style="list-style-type: none"> <li>01 Supervising Children at artKids Policy &amp; Procedures</li> <li>Workplace Health &amp; Safety guidelines</li> <li>04 Art Tutor Assistant - Tasks and Child Interactions</li> <li>06 Classroom Behaviour Management</li> <li>08 Food Handling and Safety Policy &amp; Procedures</li> </ul>	
<b>OTHER DUTIES/RESPONSIBILITIES</b>	
<ul style="list-style-type: none"> <li>Attend team training and/or planning meetings as required.</li> <li>Assist during School Holiday programs and school incursions as negotiated.</li> </ul>	
<b>SKILLS &amp; EXPERIENCE</b>	
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li><b>Mandatory:</b> A current Working with Vulnerable People Card (WWVP)</li> <li><b>Mandatory:</b> if working with CRCS - National Police Check</li> <li>Desirable: Senior Secondary High School Certificate or equivalent</li> <li>Desirable: Certificate IV Education Support (or working towards it) OR working towards Tertiary studies in art, design, teaching, etc</li> <li>Desirable: First Aid Certificate (HLTAID004 Provide an emergency first aid response in an education and care setting plus HLTAID001 Provide Cardiopulmonary Resuscitation) highly desirable</li> </ul>
<b>Required Experience:</b>	<ul style="list-style-type: none"> <li>Experience in either arts area, or</li> <li>Experience working with children in Out of School Hours care situation, or</li> <li>Experience in volunteer capacity (Scouts, sporting groups, etc)</li> <li>Confident dealing with behaviour management of students in class situations however on-the-job training provided</li> </ul>
<b>Required Skills:</b>	<ul style="list-style-type: none"> <li>Demonstrated ability to supervise and manage children's behaviour in both indoor and outdoor setting.</li> <li>Demonstrated ability and enthusiasm in art and drawing.</li> <li>Passion for sharing your knowledge with others and some knowledge of different teaching methods and learning styles (can be volunteer roles).</li> <li>Demonstrated common sense.</li> <li>Reliable and honest.</li> <li>Good communication and presentation skills.</li> <li>The ability to relate well to students and adults from a range of backgrounds.</li> <li>Excellent time management skills.</li> <li>Excellent organisational skills.</li> <li>Be understanding, patient and tolerant.</li> <li>Be supportive and positive.</li> <li>Be enthusiastic and open-minded, adaptable to new ways of doing things.</li> <li>Must be physically fit (no pre-existing back or knee injuries) as the role may involve crouching at small children's levels, lifting and moving art supplies, trestle tables and chairs, carrying materials up and down stairs, etc.</li> </ul>
<b>Useful experience</b>	<ul style="list-style-type: none"> <li>Good work ethic - reliable, punctual, good communication skills, common sense, pro-active self-starter employee</li> <li>Experience in public or private school education system (eg, LSA)</li> <li>Teaching or coaching adults or school children</li> <li>Working as an artist, designer or performer</li> <li>Volunteer work with children such as Scouts, Guides, youth worker, etc.</li> </ul>
<b>Goals:</b>	<ul style="list-style-type: none"> <li>To assist in all areas of tutoring to ensure and enjoyable art experience.</li> </ul>

